



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

**DO NOT USE** “In Reply Refer To:”

**USE THIS LETTERHEAD FOR FW SIGNATURE  
(and other Assistant Secretary signatures)**

SIGNATURE BLOCK:

Sincerely,

Assistant Secretary for Fish  
and Wildlife and Parks

**USE OFFICE OF THE SECRETARY ENVELOPE:**

(OS/FW-3156-MIB)  
UNITED STATES  
DEPARTMENT OF THE INTERIOR  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300

**FIGURE 2-7. OFFICE OF THE SECRETARY STATIONERY**



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

OFFICIAL  
FILE COPY

*This is the Office of the Secretary's Ladder Surname.  
It is preprinted on yellow paper and can be ordered  
from the Departmental Printing Office on a form DI-1.*

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**FIGURE 2-8. OFFICE OF THE SECRETARY LADDER SURNAME**

COPY FOR THE SECRETARY'S OFFICE



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

Mr. John Doe  
1234 Blank Street  
Baltimore, Maryland 20730

Dear Mr. Doe:

Secretary Norton has asked me to respond to your letter of January 3, 2002, concerning the preparation of correspondence for my signature.

The first page is typed on Office of the Secretary letterhead stationery, and all succeeding pages will be on plain white paper. Use Times New Roman 12-point font for all correspondence. However, you may use 11-point (minimum) in order to fit a letter on one page. Margins can be adjusted so that the letter is balanced on the page. At least 1 inch will be allowed for the left, right and bottom margins. The reference block is omitted on letters for the Assistant Secretary's signature. The date is omitted; it will be entered after signature.

The first line of the address is typed five lines below the Departmental seal. Adjustments can be made to balance the letter on the page. The address should be limited to five lines and no line should be longer than 4 inches. Attention lines are noted on the envelope, not on the letter.

The salutation will be typed on the second line below the last line of the address. Do not use first names. A colon is typed after the name; e.g., "Dear Mr. Jones:."

The body of the letter begins flush with the left margin, two lines below the salutation and is single spaced, regardless of length. Paragraphs begin flush with the left margin; double space between paragraphs.

The complimentary close is typed on the second line below the last line of the text of the letter to the right of the page's center. The signature block is typed on the sixth line below the complimentary close, as a general rule. The notation Enclosure (if any) is typed on the second line below the signature title, flush with the right margin.

Sincerely,

Assistant Secretary for Fish  
and Wildlife and Parks

## **FIGURE 2-9. LETTER FORMAT FOR ASSISTANT SECRETARY'S SIGNATURE**



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

Mr. John Smith  
President, Ducks Unlimited  
2345 Branch Street  
Vienna, Virginia 22181

Dear Mr. Smith:

Thank you for your February 15, 2002, letter concerning wetlands.

To answer your questions in the most expeditious manner, Secretary Norton has asked the Fish and Wildlife Service to coordinate with other Department offices and gather the information you requested. The Service anticipates the material will be available within the next 3 weeks, at which time the Secretary will provide you with a full response.

In the meantime, please contact us if we can be of further assistance.

Sincerely,

Assistant Secretary for Fish  
and Wildlife and Parks

**FIGURE 2-10. INTERIM LETTER FOR SIGNATURE OF THE  
ASSISTANT SECRETARY FOR FISH AND WILDLIFE AND PARKS**